



**robeson
technical
institute**



Handbook 1974 - 75

Robeson Technical Institute publishes this handbook for the purpose of providing students and other interested persons with information about the institute's programs and policies. The provisions of the handbook are not to be regarded as an irrevocable contract between student and RTI. The Institute reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings.

Robeson Technical Institute is an Equal Opportunity Institution.

SCHOOL CALENDAR

1974-1975

Fall Quarter

Sept. 3 (Tuesday)	Freshman Orientation and Registration
Sept. 4 (Wednesday)	Senior Orientation and Registration
Sept. 5 (Thursday)	Classes Begin
Sept. 20 (Friday)	Field Day
Sept. 30-Oct. 4 (Mon.-Fri.)	S. G. A. Campaign Week
Oct. 1 (Tuesday)	S. G. A. Campaign Speeches
Oct. 4 (Friday)	S. G. A. Election
Oct. 10 (Thursday)	Installation of S. G. A. Officers
Oct. 16 (Wednesday, 7:30 P.M.)	Rehearsal for Miss R.T.I. Contest
Oct. 17 (Thursday, 8 P.M.)	Miss R. T. I. Finals
Oct. 28 (Monday)	Veterans Day Memorial Service
Nov. 20 (Wednesday)	End of Fall Quarter

Winter Quarter

Nov. 23 (Friday)	Registration
Nov. 25 (Monday)	Classes Begin
Nov. 28, 29 (Thurs.-Fri.)	Thanksgiving Holidays
Dec. 13 (Friday, 8 P.M.)	Christmas Dance
Dec. 20-Jan. 1 (Fri.-Wed.)	Christmas Holidays
Jan. 3 (Thursday)	Classes Resume
Feb. 7 (Friday)	Valentine Dance
Feb. 23 (Monday)	End of Winter Quarter

Spring Quarter

Feb. 27 (Thursday)	Registration
March 3 (Monday)	Classes Begin
March 11 (Tuesday)	Cap & Gown, Invitations & Ring Order
March 28-31 (Fri.-Mon.)	Easter Holidays
April 1 (Tuesday)	Classes Resume
May 2 (Friday)	Field Day
May 20 (Tuesday)	End of Spring Quarter

Summer Quarter

May 22 (Thursday)	Registration
May 23 (Friday)	Classes Begin
May 26, 27, 28 or 28, 29, 30	Instructors' Workshop/Student Holidays
July 3 (Thursday)	Watermelon Cutting
July 4 (Friday)	Holiday
Aug. 8 (Wednesday)	End of Summer Quarter
Aug. 7 (Thursday)	Commencement Rehearsal
Aug. 8 (Friday)	Commencement

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WELCOME TO ROBESON TECHNICAL INSTITUTE

This year belongs to you. You have entered Robeson Tech with a purpose in mind, and the staff and faculty stand ready to help you fulfill that purpose. Let's work together to make 1974-1975 the most profitable and enjoyable year for you yet.

This handbook of general information has been prepared for your benefit. The handbook along with the RTI catalog will be ready sources for answers to many of your questions.

Student Services Staff

ROBESON TECHNICAL INSTITUTE PHILOSOPHY, PURPOSES AND OBJECTIVES

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The institute helps provide to industry qualified and trained manpower which helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose the institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities, and career aspirations.

To achieve these purposes Robeson Technical Institute has the following specific objectives:

1. To provide general educational opportunities for

adults regardless of their previous educational experiences.

2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
3. To provide leadership and to serve as a center to foster cultural, economic, and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional job skills.
6. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

HISTORY

Robeson Technical Institute officially opened its doors on July 1, 1965, as an extension of Fayetteville Technical Institute. The establishment of the school at Barker Ten Mile marked the fulfillment of a long-felt need in the area to provide post-secondary training at the technical/vocational levels.

In the fall of 1967, Robeson Technical Institute became an independent institution operated through a contractual arrangement with the Robeson County Board of Education. A local Board of Trustees was appointed: four by the Robeson County Board of Education, and four by the Robeson County Commissioners.

On July 1, 1971, Robeson Technical Institute's legal status changed to a chartered institution. The number of trustees increased to twelve with the additional four members appointed by the Governor.

The site for a new campus north of Lumberton at the intersection of I-95 and Highway 301 was purchased. Almost a million and one-half dollars was secured for the building program through the Economic Development Administration, Costal Plains Regional Development, and Robeson County. Ground-breaking ceremonies were held on February 1, 1972.

The new complex of buildings was occupied the summer of 1973, with the Barker Ten Mile campus temporarily used for the overflow. The new structures provide approximately 48,000 square feet of modern facilities to house classrooms, laboratories, special skill areas, library, student lounge area, and offices.

Construction of two more buildings will begin this year. During the 1973-1974 school year approximately 6500 persons in the area received some form of further education from the various programs offered by Robeson Technical Institute.

Robeson Tech is a tax supported, public, non-profit school. It is accredited by the North Carolina State Board of Education and is a candidate for accreditation with the Southern Association of Colleges and Schools. All programs offered by the Institute have been approved officially by the Veterans Administration and by the North Carolina Department of Vocational Rehabilitation. The Practical Nursing program is approved by the North Carolina Board of Nursing. The Cosmetology program is approved by the North Carolina State Board of Cosmetic Art Examiners.

PROGRAMS OF STUDY

Associate Degree in General Education

General Education Program

Associate of Applied Science Degree Programs

Accounting

Agricultural Business Technology

Agricultural Science and Mechanization

Business Administration

General Office Technology

Industrial Management

Mechanical Drafting and Design Technology

Police Science Technology

Secretarial-Executive

Secretarial-Legal

Secretarial-Medical

Vocational Diploma Programs

Air Conditioning and Refrigeration

Automotive Mechanics

Carpentry and Cabinetmaking

Cosmetology

Electrical Installation and Maintenance

Industrial Maintenance

Machinist

Masonry

Practical Nursing

Radio, Television, and Electronic Servicing

Welding

Certificate Programs

Developmental Studies

Continuing Education Programs

Adult Basic Education

Adult High School Diploma

High School Equivalency (GED)

Learning Laboratory

Adult Enrichment Education

Occupational Extension Education

Training for New and Expanding Industries

ACADEMIC INFORMATION

Quarter System

Robeson Technical Institute is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days a week.

Class Schedule

Basically all classes, credit and noncredit, are scheduled between the hours of 8:30 a.m. and 10:00 p.m. Monday through Thursday, and 8:30 a.m. to 5:00 p.m. on Friday. Normally classes for full-time day students are scheduled between 8:30 a.m. and 4:00 p.m.

Contact Hours

The contact hours shown in the catalog are minimal. The policy of the Institute permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a degree program and fewer than thirty hours in a diploma program, a student may request additional instructional hours.

Credit Hours

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for

every three hours of shop work.

Attendance

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance record, and these records will become part of the students' official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction, and continuous infraction cannot be permitted.

When you are absent from class, you are responsible to each of your instructors to inform them of why you were out. Each instructor will determine the validity of the reason for the absence and will mark you either excused or unexcused for the absence. It is also your responsibility to contact each instructor for class and lab assignments missed.

A student will not be carried in membership after five unexcused absences. The Student Services Department will be notified after the second or third unexcused absence so that the department can assist you in hopefully eliminating additional absences. Upon receiving your fifth unexcused absence, you will be dropped from the class and will not be permitted back to class without first having an interview by someone in Student Services. Also, Student Services must have approval from your instructors to reinstate you back in class.

Withdrawal

A student withdrawing from school during the academic year should complete the withdrawal form in the Director of Admissions' office. Official withdrawal by the student will protect the student's scholastic record, his rights to re-enroll and to transfer credit, and his right to receive an annual.

Academic Deficiency

A student whose grade point average at the end of each quarter is less than 2.0 will be placed on academic restriction. Notation will be made on the student's grade report at the end of each quarter if his grade point average for the quarter is less than 2.0.

Grading System

The 4.00 quality point system is used to calculate student grade averages.

Letter Grade	Meaning	Quality Points Per Credit Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0
WP	Withdrew passing	0
WF	Withdrew failing	0
I	Incomplete, work must be completed within 6 weeks of next quarter; otherwise, F will be recorded	0
AU	Audit; enrollment as a special or noncredit student	0

Example of Computing Quality Points Earned

Course	Hours Credit	Grade	Quality Points; Per Credit Hour	Grade Points Earned
ENG 1101	3	C	2	6
PME 1101	7	B	3	21
MAT 1101	5	A	4	20
PHY 1101	4	F	0	0
DEFT 1101	1	D	1	1
	<u>20</u>			<u>48</u>

The quality point average is completed by dividing grade points earned by the total credit hours. In the case above, it would be 48 divided by 20 equals 2.40 quality point average. All grades A through F are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

Students may remove academic deficiencies by successfully repeating necessary courses. When a course is repeated, only the grade on the last course attempt is used in computing the student's quality point standing.

Change of Name and/or Address

In order that official records may be kept up to date,

change of name and/or address must be reported immediately to the Student Services office.

Grade Reports

Grade slips will be mailed to students at the close of each quarter.

Dean's List

The Dean's List is published at the end of each quarter to honor full-time students whose grades were all B's or better for each course taken during that quarter.

President's List

The President's List is published at the end of each quarter to honor full-time students who have made straight A's on each course taken during that quarter.

Who's Who Among Students in American Junior Colleges

Each year the faculty and staff nominates students for Who's Who based on the student's academic achievement and service to the school. This honor is limited to students in the two-year programs.

Who's Who Among Students in American Vocational and Technical Schools

The faculty and staff select the nominees for Who's Who in a one-year vocational or technical curriculum based on academic achievements and service to the school.

EXPENSES

Tuition Fees

Each student enrolled full time or part time in credit courses shall be charged tuition at the rate of \$2.50 per quarter hour, with a maximum of \$32 tuition charged per quarter.

For a student to qualify for in-state tuition rates, he must have lived in North Carolina for at least twelve months immediately prior to his enrollment at Robeson Tech. Residing outside the state while in service does not necessarily change residency status. Proof of residency rests with the student.

"Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of that Manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available on request in the offices of Student Services, Business Office, and in the Library."

Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

Tuition Fees

13 quarter hours or more (full time)

Part-time students per quarter hour

In-State	Out-of-State
\$32.00	\$137.50
\$ 2.50	\$ 11.45

Activity Fee

The Student Activity Fee for each full-time student is \$15 per year. A Student enrolled in 16 contact hours per week in credit programs is considered to be a full-time student. The activity fee is due and payable at the student's first registration for the year. The fee is non-refundable. Part-time students may elect to pay the Student Activity Fee and enjoy its benefits. A portion of this money is used to cover the student's school insurance; and the remainder is used by the Student Government Association for such items as student publications, entertainment, athletic equipment, and other activities.

Graduation Fee

A graduation fee of \$15 is charged each graduate in full-time curriculums. This fee is paid at the student's last registration prior to graduation, and covers the cost of diploma, cap and gown.

Breakage Fee

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for such items and may be subject to disciplinary action.

Refund Policy

Tuition refund shall not be made unless the student, in the judgment of the institution, is compelled to withdraw from school for unavoidable reasons. In such cases, two-thirds of the tuition may be refunded if the student withdraws within ten calendar days after the first day of classes.

The State Board has authorized modification of the tuition policy so that veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.

Textbooks

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$35 for diploma programs and \$40 for degree programs.

Business Office

The payment of fees, sale of books, supplies, and materials, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

Late Registration Fee

A late registration fee of \$5 will be charged all students who register after the announced registration time.

Student Insurance

A group policy providing insurance protection is maintained in effect by the Institute. The cost is covered from the Activity Fee for all full-time students, the payment of which has been approved by the Student Government Association.

It is in the best interest of all students to provide some

measure of insurance protection. Those who are not full-time students and do not pay the \$15 activity fee may purchase this accident insurance for \$3.50 per year.

School Ring

Students may purchase school rings after completing half the credit hours required for graduation.

Commencement Invitations

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

STUDENT ACTIVITIES

Student Government Association

The Student Government Association is composed of full-time students who are enrolled at Robeson Technical Institute and who pay the \$15 activity fee. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government organization in the Community College System.

The following budget governing the student activities fees for the 1974-75 school year has been recommended:

Newspaper	\$ 682.50
Annual	1,300.00
Insurance	975.00
Dances, Socials	1,137.50
School Pictures	<u>780.00</u>
TOTAL	\$4,875.00

Sponsors for the SGA are members of the RTI faculty and/or staff.

Dances

Several dances under the sponsorship of the SGA are held each year, depending on the wishes of the students. A portion of the activity fee is budgeted to cover costs.

Field Day

Student Services sponsor a Field Day in the early fall. Competitive outdoor activities and sports and a cook-out are arranged. Upon approval of the Administration the SGA may elect to have another Field Day during the spring quarter.

Annual

The **Directions** is published by a student staff and is available to all students. A portion of its cost is included in the activity fee budget. See Miss Hunt or Mr. West, advisors, if you are interested in serving on the annual staff.

Newspaper

The **RTI Echo** is published quarterly by a student staff. See Mrs. McNair or Mr. McColl, advisors, if you wish to join the staff. Cost of **Echo** is included in the activity fee budget.

Athletics

In the past RTI has had a basketball and a softball team, playing in the local leagues. These, and other sports, may be organized upon request of a sufficient number of students. Facilities for additional activities may be added if sufficient interest is shown and if the budget and school policy permit.

Miss R.T.I. Pageant

The Miss RTI Pageant is held each fall. The winner is the school representative at functions and parades during her reign. Contestants are judged on beauty, talent, and poise.

Special Events

The Student Government Association may sponsor other activities such as socials, films, speakers, and related activities that are of interest to students. When

such occasions arise, students are notified in advance and are encouraged to participate.

Clubs

The Student Government sponsors formation of clubs according to student interest. Information may be secured from Student Services or from the President of SGA.

The Cosmetology Club is open to all students in the Cosmetology curriculum; this club attends conventions throughout the year and also plans trips and seminars throughout the state.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Article I

Names and Objectives of Organization

Section A

The organization shall be known as the Student Government Association. There shall be a smaller body, consisting of student representatives and officers, which shall be known as the Student Council.

Section B

The purpose of the organization shall be to foster a spirit of cooperation among students and faculty; to coordinate and regulate student activities; to maintain a high standard for the school by upholding high standards of personal conduct; to promote and encourage activities for the best interest of the school; to develop good citizenship through experiences in government.

Article II

Qualifications of Members

Section A

The members of the Student Government Association shall consist of all students enrolled in curriculum credit courses who pay an activity fee.

Section B

The members of the Student Council shall consist of

one representative from each curriculum and the five elected officers.

Section C

The term of office for all members of the Student Council shall be one year.

Section D

There shall be two faculty advisors selected by the administration of the school and approved by the Student Council.

Article III **Officers, Their Election and Duties**

Section A

The officers of the Student Government Association shall be elected by Australian ballot during the month of October.

Section B

The representatives shall be elected by SGA members of their specific curriculums.

Section C

The duties of the President of the SGA shall be

- (1) to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization,
- (2) to serve as chief executive officer of the organization,
- (3) to preside over all the meetings of the Executive Committee and the SGA.
- (4) to appoint, with the consent of two-thirds of the Executive Committee, all persons to fill the unexpired terms of elected officers should vacancies occur,
- (5) to appoint, with the consent of the Executive Committee, the chairmen of all standing committees,
- (6) To serve as an ex-officio member of such committees if he so chooses,
- (7) to have knowledge of the records and monies of the organization,
- (8) to perform all other functions pertaining to the office,
- (9) to call periodic meetings of the Executive Committee

and the Student Council at his discretion.

Section D

The duties of the Vice President of the SGA shall be:

- (1) to assume the duties of the President should the President, for any reason, be unable to meet his duties,
- (2) to fulfill any duties as delegated by the President,
- (3) to chair an important committee.

Section E

The duties of the Secretary of the SGA shall be:

- (1) to maintain the records of the SGA,
- (2) to serve as recorder for the Executive Committee,
- (3) to distribute a copy of the minutes of the Executive Committee and the SGA meetings to all members,
- (4) to assist in all other areas that the Executive Committee may deem desirable,
- (5) to inform all members of the time and place of scheduled meetings,
- (6) to file copies of records and minutes in the office of Student Services.

Section F

The duties of the Treasurer of the SGA shall be:

- (1) to receive monies from student-sponsored activities and to deliver these monies to the business office for deposit,
- (2) to keep a record of expenditures and receipts, and make a report of the finances at each meeting of the SGA.

Section G

The duties of the Parliamentarian of the SGA shall be:

- (1) to maintain parliamentary order at the meetings of the SGA,
- (2) to serve as an advisor for any procedural problems,
- (3) to assist in all other areas that the Executive Committee may deem desirable,
- (4) to maintain adherence to the rules contained in the **Robert's Rules of Order** in all cases to which these are applicable, and in which they are not inconsistent with the bylaws of the SGA.

Section H

The duties of the Representatives of the SGA shall be:

- (1) to attend all meetings and to report to the students of their respective curriculums the proceedings of the SGA meetings,
- (2) to report to the Student Council any suggestions made by the students of his or her curriculum.

Article IV **Meetings of the Organization**

Section A

The Student Council shall meet whenever it is necessary in order to carry on the business of the SGA. The President of the SGA shall call the meetings and shall be responsible for giving proper notice to all members of the Student Council.

Article V **Amendments**

Section A

An amendment to this constitution may be adopted by a two-thirds vote of the members of the Student Council and a three-fourths vote of the student body present and voting. .

By-Laws **Article I** **Qualifications and Election of Officers**

Section A

The President of the SGA shall be any member of the Student Government Association.

Section B

The Vice-President of the SGA shall be any first-year student of a two-year curriculum. The Vice-President shall act as President pro tempore the following year until elections are held.

Section C

The Secretary of the SGA shall be any member of the

Student Government Association.

Section D

The Treasurer of the SGA shall be any member of the Student Government Association.

Section E

The Parliamentarian of the SGA shall be any member of the Student Government Association.

Section F

The election of the officers of the SGA shall be held in October. The elections shall be decided by a majority of the votes cast.

Section G

To run for an office, a candidate must have signatures of at least 10% of the voting membership.

Section II

Installation of officers and representatives will take place at an assembly one week after their election to office.

Article II

The rules contained in **Robert's Rules of Order** shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article III Amendments

These bylaws may be amended at any regular or special meeting by a vote of two-thirds of the members present and voting, provided previous notice has been given in calling the meeting.

Article IV Committees and their Duties

Section A

There shall be an Executive Committee consisting of the five officers of the SGA. The duties of the Executive

Committee shall be as follows,

- (1) to plan the agenda, time, and place of meetings,
- (2) to call special meetings upon petition of a majority of members,
- (3) to interpret the constitution,
- (4) to maintain close liaison with the school administration and with the Student Council Advisors.

Section B

There shall be a Constitution Committee, the duty of which shall be to review the constitution periodically and to propose any changes deemed necessary.

Section C

There shall be a Publicity Committee, the duty of which shall be to inform all students of Student Government activities.

Section D

There shall be an Activities Committee, the duty of which shall be to plan activities to help promote school spirit.

GUIDANCE SERVICES

Counseling

Counseling is the process of helping people help themselves. Counselors are available to help students with problems in three broad areas: (1) educational problems, (2) vocational or occupational problems, and (3) personal-social problems. Counselors want to assist students in every way possible. Unless help is asked for, counselors will not know who needs help.

In the educational area, counselors provide information regarding educational requirements for different occupations, the characteristics, and entrance requirements of Robeson Tech and many other schools. In the occupational area, job opportunities, duties, requirements for entrance, conditions of the work, long-range outlook, availability of positions, and other pertinent data is supplied the student. Concerning personal-social problems, counselors are available to students for whatever assistance they need. If a counselor cannot help a student with a personal-social

problem,' a student may be referred to someone who can.

Counseling services are available for both day and evening students. A counselor is always available in the Student Services office, and students are encouraged to make use of this service at any time.

Placement

Placement service is available to students seeking part-time or full-time employment. The Director of Student Placement maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.

Testing

Tests which measure interest areas, personality, intelligence, achievement, and aptitude are available. Individual tests will be administered upon request. Faculty members may request that these tests be administered whenever they feel that the results will be helpful in working with a student. Mr. Locklear, in Student Services, is in charge of testing.

Faculty Advisors

1. You will be assigned an advisor upon entering Robeson Tech.
2. Your advisor is available to help you with your academic progress, to help you with any problems, and generally be your Number 1 contact at Robeson Technical Institute.
3. Your advisor usually will be able to take care of any problem. If he cannot help you, he will be able to refer you to someone who can.
4. Your advisor cannot help you if you do not contact him. He has a very special interest in you and your welfare while at Robeson Tech, so get acquainted with him.
5. If you wish to make any change in your program, **FIRST SEE YOUR ADVISOR.**
6. Faculty members have regular office hours, but meetings do not necessarily have to be by appointment.
7. Don't wait until you have problems. Give your advisor a chance to know you. He is interested in YOU at all times.

Veteran Services

The VA student should direct any problems or requests to the Veteran Service Officer in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments.

Tutorial Services

Tutorial services are available for those who need extra help with particular subject areas. See your advisor or a counselor in Student Services for further information.

FINANCIAL ASSISTANCE

Robeson Technical Institute's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at Robeson Tech is able to supplement his own resources and the resources of his family in order to complete a course of study. The Student Financial Aid Office, however, firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student to resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

Institutional Scholarships

A number of scholarships are offered to students attending Robeson Technical Institute by civic organizations, service clubs, and individual donors. These

awards are made on the basis of need on a first-come basis subject to the availability of funds. No award is made until a student has completed all of the admission requirements and has been accepted for enrollment.

The Financial Aid Committee is composed of two representatives from the staff and faculty, and one representative from the Business Office. The committee meets periodically, beginning in the early spring, to consider requests and to make awards.

Students who encounter financial difficulty at any time during the year should confer with the Financial Aid Officer in Student Services.

Social Security

Benefits may be paid to students under 22 years of age who have one or more deceased parents that were covered by Social Security. Contact the nearest Social Security office for further information.

Vocational Rehabilitation

Any physically handicapped person may be eligible for financial assistance covering fees, books, and supplies. If a prospective student has any physical limitation, the student may contact the nearest office of the N. C. Vocational Rehabilitation, or make his request through the office of Student Services.

James E. and Mary Z. Bryan Student Loan Plan

North Carolina students may borrow up to \$1,500 per year at a 6 percent interest rate. The loans are administered by the College Foundation, Inc., Raleigh, North Carolina.

Veterans and War Orphans

All Curriculum programs offered by Robeson Technical Institute are approved by the Veterans Administration for enrollment by veterans and/or war orphans under Chapter 35, Title 38, United States Code. Prospective students should contact their local Veteran's Service Office or the Student Service Office at Robeson Technical Institute prior to beginning classwork in order to avoid any delay in benefits.

MDTA

Funds are available to students from low income

families through the Employment Security Commission. The student may be paid a subsistence allowance, travel, dependent allowance, and training allowance. Contact your nearest Employment Security Commission office.

Plan Assuring College Education [PACE]

This special state-wide summer program provides jobs near the homes of North Carolina students. It assures the eligible work/study student of summer employment, with the understanding that a substantial portion of the earnings must be saved for college expenses the following academic year. Students who are interested in this program should contact their high school guidance counselor or the Director of Financial Aid at Robeson Technical Institute.

College Work/Study Program

Under this federally-funded program, students from low income families may be employed on a part-time basis by the Institute to help pay for their college expenses. The jobs may be on campus, or off campus with non-profit agencies or organizations. To be eligible, an applicant must be a high school graduate and must need the earnings to begin or continue training on a full-time basis.

Basic Educational Opportunity Grant Program [BEOG]

The Basic Educational Opportunity Grant Program is a Federal aid program designed to provide assistance to those who need it to attend post-high school educational institutions.

The maximum award a student could receive under this program is \$1,400 minus the amount the student and his family are expected to contribute toward the cost of his education (family contribution).

Your actual grant, however, may be less than this maximum award. The family contribution is determined by filling out a BEOG application form and mailing it in the provided envelope. A BEOG application form can be obtained from high school counselors, at post offices, libraries, or by writing to the Student Financial Aid Office.

SPECIAL SERVICES

Library

The Robeson Technical Institute Library is located

near the student commons where it is convenient to all students. The Library has a growing collection of books and materials, most of which are related to the degree and diploma programs offered by the Institute. These are selected by a media specialist in consultation with faculty, students, and administrative personnel. In addition to the book collection, the Library subscribes to approximately 115 periodicals and 8 newspapers.

Audio-visual materials and equipment are housed in the library. The Library is open to persons in business, industry, and the community for reference materials not found in other area libraries. All students and faculty members are encouraged to use the Library. The Library is open from 8:00 a.m. to 10:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Learning Laboratory

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instruction materials, self-instructional units, and teaching machines. It is essentially an individual study situation, whereby a person's progress is limited primarily by his own ambition, motivation, and ability.

Any person eighteen years of age or older and out of the public school for at least six months can enroll in the Learning Lab for any of several purposes: (1) to prepare for the high school equivalence examinations (GED); (2) to pursue the Adult High School Diploma; (3) to reduce specific educational weaknesses; (4) to upgrade for job promotion; (5) for personal satisfaction; or (6) to make up admissions deficiencies for a technical institute or college. The Lab can also be used by regular R.T.I. curriculum students to supplement their regular course work when they feel help beyond the classroom is needed.

The coordinator serves as the facilitator in the learning process. Because he is trained in programmed and self-instructional techniques, he is capable of making educational decisions and directing students through their assignments. The coordinator interviews, counsels and tests the prospective enrollee. Merits and weaknesses are noted in the student's area of interest, after which an individual curriculum is designed especially for that student. The student begins study at his pre-determined educational level and advances through the materials at his own rate of speed.

The Learning Lab is approved by the Veterans Administration. Studies toward high school completion

does not count against training eligibility beyond high school.

The Learning Lab is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday, and 8:00 a.m. until 5:00 p.m. Friday. There are no charges for the services of the Learning Laboratory.

Rings can be ordered through the Student Services office for those who complete the Adult High School Diploma Program. These students participate in the high school graduation ceremonies held in August of each year.

Student Lounge

A snack bar is located in the student lounge on the Robeson Tech campus. Vending machines are provided on both campuses. In order for students to enjoy a clean place to spend leisure time, it is necessary that each person place his own cup, wrappers, and other items of refuse in trash receptacles. Everyone is expected to do his part in keeping the area neat and clean at all times.

Gambling is not permitted by State Law.

Bookstore

A bookstore next to the snack bar on the Robeson Technical Institute campus is operated by the Business Office. It is maintained for the convenience of students in purchasing necessary textbooks and supplies at minimum cost.

Game Room

The game room is fully carpeted and provides a football machine and a pool table. The game room is open at all times. Please help to maintain this facility so that others coming after you may also appreciate and enjoy it.

GRADUATION

The Director of Admissions reviews records for each graduate to determine that all qualifications have been met. Among items checked are (1) required courses, (2) credit hours, (3) financial obligations to the institute, and (4) library obligations. A minimum quality point average of 2.0 is required for diplomas and degrees.

Commencement exercises are held in August at the end of the fourth quarter. Caps and gowns and invitations are ordered in the spring and in the fall. Class rings may

be ordered in the spring and in the fall.

Taking an appropriate part in the graduation exercises is an expected requirement for receiving a diploma or degree from Robeson Technical Institute. All students are expected to wear the complete appropriate attire specified by the institute unless otherwise approved by the Dean of Student Services. The \$15 graduation fee covers cost of the diploma, cap, and gown. Those students approved to graduate in absentia are not exempt from this fee.

Honors

Graduates who have a cumulative average of 3.5 and above are recognized at Commencement as graduating with honors.

Marshals for Commencement Exercises are the seven first-year students in the two-year programs with the highest quality point averages at the end of the spring quarter. Of these seven, the one student with the highest average is chief marshal.

Awards

Appropriately inscribed plaques are presented at Commencement to the graduate with the highest average in the Associate Degree programs and to the graduate with the highest average in the Diploma programs.

Certificates for membership in Who's Who Among Students in American Junior Colleges are awarded at Commencement. This honor is limited to students in the two year programs. Nominees for Who's Who in American Vocational and Technical Schools are chosen from the one year programs.

A silver cup, sponsored by Robeson Office Supplies, is awarded the best all round graduate in the business area. Each year names of winners are engraved on the cup, which is retained in the school. A small replica is given to the recipient of this award.

The Wall Street Journal Achievement Award is presented to the most outstanding business student who is chosen by the faculty members in the Business Department.

Framed certificates, appropriately inscribed are presented to those students who have shown exceptional service to Robeson Tech. Any graduate is eligible for this award. Additional awards made eligible to graduates may be announced as they become available.

CAMPUS REGULATIONS

Smoking

Smoking is allowed in the Student Lounge, halls, and on campus, but not in classrooms, shops or laboratories. There are ash trays and receptacles throughout the building. If you smoke, be considerate of others and use the ash trays.

Visitors

We welcome all visitors. Direct all visitors to the office of the President or to the office of Student Services. Visitors must be accompanied by a "tour guide" and are subject to the regulations of the school while on campus.

Dress Code

Robeson Technical Institute stresses a standard of neatness, cleanliness, and appropriateness of attire.

Students should keep in mind that prospective employers visit the Institute and the employability of our graduates may be affected by the visitor's impressions.

With this in mind, the following regulations are given for proper dress:

1. Dress should be neat and appropriate at all times. (appropriateness of dress will be dictated by the specific occasion.)
2. Shoes must be worn at all times on campus.
3. Caps and hats are not to be worn inside the classroom (unless required in your area of study).

Parking

Adequate student parking exists on both campuses. Upon entering the drive of either campus, students may park on the right or on the left side of the building on both sites. Students are not permitted to park in the designated visitors' parking area located in front of the building on either campus. Students' cars found improperly parked along curbs, driveways, and in the visitors' parking area will be subject to a fine of \$2 and may be towed away at the owner's expense.

The speed limit when entering and leaving the institute is ten miles per hour.

Inclement Weather

In the event of inclement weather, Robeson Tech will close when driving is hazardous. School officials will contact local radio stations and have them announce our plans. Students are urged not to call the news media or members of the school staff.

Cheating and Plagiarism

Cheating and plagiarism are those processes of utilizing as one's own work, words or ideas and are both considered serious offenses. Extreme care should be taken to see that your work measures up to a standard of honesty. Cheating and plagiarism are not the marks of competent students. Those who use them are subject to the discipline of the instructor.

Policy Governing Student Misconduct

Students are expected to display the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. In order to protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy is on file in the library. Upon request, students may obtain a complete copy from the Student Services office. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in expulsion. Types of student conduct considered major offenses are as follows:

Rule 1. Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

The following illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds, or part thereof with intent to deprive

others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or rooms; (3) setting fire to or substantially damaging any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the instructor's ability to conduct his class.

Rule 2. Damage or Destruction of School Property

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

Rule 3. Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage, theft, or fraud involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

Rule 4. Physical Abuse of a School Employee or a Student or Other Person Not Employed By The School

A student shall not intentionally do serious bodily injury to any person

- (1) on the school grounds during and immediately before or immediately after school hours
- (2) on the school grounds at any other time when school is being used by a school group, or,
- (3) off the school grounds at a school activity, function,

event, or a school-owned vehicle.

Neither self-defense or action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Rule 5. Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon

- (1) on the school grounds during and immediately before or immediately after school hours
- (2) on the school grounds at any other time when the school is being used by a school group, or
- (3) off the school grounds at any school activity, function, event, or a school-owned vehicle.

This rule does not apply to normal school supplies like pencils or compasses but does apply to any firearm, any explosive including firecrackers, any knife other than small penknife, and other dangerous objects of no reasonable use to the student at school.

Rule 6. Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind

- (1) on the school grounds during and immediately before or immediately after school hours
- (2) on the school grounds at any other time when the school is being used by any school group, or
- (3) off the school grounds at a school activity, function, event, or on a school-owned vehicle

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Rule 7. Conduct on School-Owned Vehicles

- (1) Students are allowed transportation on school-owned vehicles for the sole purpose of commuting to Robeson Tech, unless authorized otherwise by the Business Office.
- (2) The use of profane language, scuffling, or other actions not conducive to orderly conduct and safety of passengers, is prohibited.

Rule 8. Sales, Solicitations, or Distributions

No sales, solicitations, or distributions of any kind shall be made at the school or at any school-sponsored activities except those which are made by school officials in the normal operation of school business or by the officials, meaning primary officers of school-sponsored activities in the normal operation of the activity. All purchases by the school or school-sponsored activities shall be conducted through the Business Manager. Those sales, solicitations or distributions which are made by school-sponsored activities must relate directly to the business of the activity. All sales or solicitations must be approved by a committee appointed by the President of the institution. This rule is meant to include all personnel which are in any way connected with the school. Any violation of this rule may result in permanent dismissal on the part of the violator.

Rule 9. Personnel Relations

No person, whether he be a member of the student body, faculty, administration, general staff, or visitor to the school at any school function shall be allowed to promote that which in the opinion of the Board of Trustees constitutes hatred, racial prejudice or hostility, or other forms of disharmony among the members of the personnel of the school. Any person who is found to be guilty of such conduct shall be permanently dismissed from the school.

Rule 10. Repeated School Violations

A student shall not repeatedly fail to comply with directions of teachers or other authorized school personnel during any period of time when he is properly under the authority of personnel.

HELPFUL AIDS AVAILABLE TO STUDENTS

Records

Transcripts of students' courses and grades are maintained in the office of the Director of Admissions. Transcripts are sent to agencies or institutions upon written request of the student.

Health Service

Robeson Tech maintains no health facilities other than first aid equipment. Emergency facilities are available at Southeastern General Hospital, Lumberton, and a registered nurse is on the campus or on call during the day. In case of emergency, notify the instructor or Student Services immediately.

Telephone

Telephone calls and messages for students are handled through the office of Student Services. Students are called from class only in case of extreme emergencies.

A pay telephone is located on the Robeson Tech campus for the convenience of students in making local or long distance calls. Business telephones are not for students use in making out-going calls.

Lost and Found

Lost and found articles are handled in Student Services. Lost items should be reported to Student Services and found items turned in promptly.

Alumni

Follow-up and communication with graduates will be done through the office of the Dean of Student Services.

Student Directory

A record of students' names, addresses, and class schedules is kept in the Student Services office. A student directory is issued to all students and staff shortly after the beginning of the fall quarter.

School Color

The School colors are Royal Blue and White.

Off and On Bulletin

The news bulletin is published each week for students, faculty and staff, and the Board of Trustees. Anything of interest to the readers may be submitted. This is another way of keeping the RTI family informed of what is going on in all areas. Send information to Mrs. Marie Malloy, Director of Community Affairs. Copies for students are placed in the student lounge on both campuses every Monday.

OFFICERS OF ADMINISTRATION **Department of Community Colleges**

Ben E. Fountain, Jr.....President

Board of Trustees

I. J. Williams.....Chairman
 John L. Carter..... Vice Chairman
 R. Craig Allen..... Secretary

Appointed by Commissioners Expiration of Term **of Robeson County:**

Gurney S. Kinlaw..... June 30, 1977
 Vernon Floyd..... June 30, 1975
 B. C. McBee..... June 30, 1979
 J. A. Singleton, Jr..... June 30, 1977

Appointed by Robeson County **Board of Education:**

John L. Carter.....June 30, 1981
 Guy P. McCormick..... June 30, 1977
 A. D. Lewis, Jr..... June 30, 1979
 I. J. Williams.....June 30, 1975

Appointed by Governor **of North Carolina:**

Gene Ballard..... June 30, 1979
 John W. Oxendine..... June 30, 1975
 Scott Shepherd..... June 30, 1977
 Glenn A Maynor..... June 30, 1981

ADMINISTRATIVE STAFF

R. Craig Allen President
 Ronald C. Brown.....Director of Admissions
 Clifford Bullard.....MDTA Coordinator
 Rosa W. Cooper.....Accountant
 Marcus Everitte..... Director of Library
 Russel E. Hellekson Business Manager
 George E. Howard..... Dean of Instruction
 Judith Ann Jones..... Counselor
 Harmon Kivett..... Area Consultant
 James W. Lawson..... Director of Career Education
 R. Frank Leggett, Jr. Director of Enrichment Education
 Max Lippard..... Administrative Assistant

Eddie M. Locklear.....	Director of Veteran Affairs and Placement
Hollis Locklear.....	Evening Director and Equipment Coordinator
Marie Malloy.....	Director of Community Affairs
T. Eugene Mercer.....	Director of Basic Education
Lynn Parker.....	Assistant to Accountant
Harold Thompson.....	Director of Occupational Extension
Fred G. Williams, Jr.....	Dean of Student Services

Learning Laboratory

Doris P. Bartley.....	Learning Lab Instructor
Hubert F. Bullard, Jr.....	Learning Lab Instructor
James C. Taylor.....	Learning Lab Instructor

Faculty

Betty M. Biggs.....	Cosmetology
Betty J. Bissell.....	English
Sue Bloodsworth.....	Practical Nursing
Sarah M. Britt.....	Business Education
William S. Brown.....	Mathematics and Science
William M. Bryan, Jr.....	Welding
William E. Coleman.....	Electrical Installation
John D. Downs.....	Business Education
Roy Hedgpeth.....	Carpentry
Bonnie Hunt.....	English
Helen K. Ivey.....	Business Education
Eileen S. Jones.....	Cosmetology
Dr. Louis LaMotte.....	General Education
Gary L. Locklear.....	Business Education
Silas M. McColl.....	Automotive Mechanics
Pauline H. McNair.....	Developmental Studies
Eugene Madison.....	Electrical Installation
William S. Morris.....	Radio, TV, Electronic Servicing
Elizabeth T. Nye.....	Practical Nursing
George Green Pope.....	Automotive Mechanics
Ann M. Revels.....	Business Education
Norman Rosser.....	Masonry
Curt Watson.....	Police Science
Robert E. West.....	Mathematics
Grady A. Young, Jr....	Air Conditioning Refrigeration
Betty K. Ruth.....	Preparatory Trade
Frances L. Scott.....	Preparatory Trade

Office Personnel

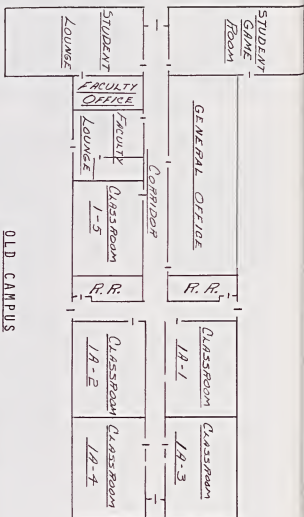
Jackie Ashley.....	Receptionist/Switchboard Operator
Lola B. Bracey.....	Secretary, President
Carolyn Britt.....	Secretary, Library
Sarah C. Brown.....	Secretary, Faculty

Ann Carter.....Secretary, Faculty
 Judy B. Conner.....Secretary, Student Services
 Cathy Fields.....Secretary, Basic Education
 Mary P. Hughes.....Secretary, Continuing Education
 Anna Kemp.....Secretary, Student Services
 Georgia Langley.....Secretary, Career Education
 Linda McCoy.....Veterans Service Assistant
 Carol Powers.....Secretary, Business Manager
 Nell Reising.....Secretary, Continuing Education
 Vickie Walters.....Secretary, Student Services
 Juanita Worrell.....Secretary, Dean of Instruction
 Betty Taylor.....Part-time Night

Receptionist/Switchboard Operator

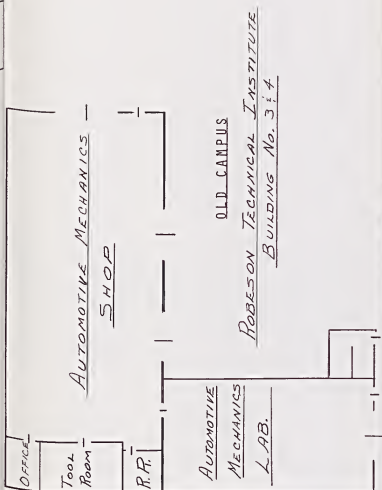
Maintenance and Custodial Staff

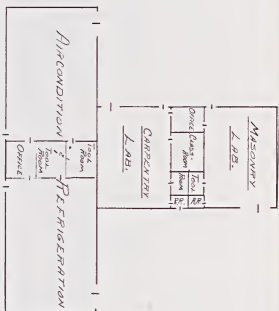
Boyd A. Humphrey.....Supervisor, Custodian
 Joseph Couser.....Custodian
 George Freeman Currie.....Custodian
 Virgie Currie.....Custodian
 Carroll J. Fields.....Security Guard
 Howard Humphrey.....Custodian
 Roy Humphrey.....Custodian
 Britton Lowry.....Custodian
 Prentis Lowry.....Security Guard
 Arthur H. McMillan.....Custodian



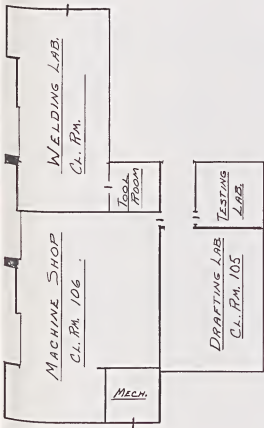
OLD CAMPUS

ROBESON TECHNICAL INSTITUTE
BUILDING No. 1



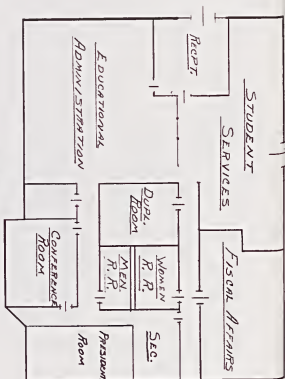


ROBESON TECHNICAL INSTITUTE
BUILDING No. 6
 OLD CAMPUS



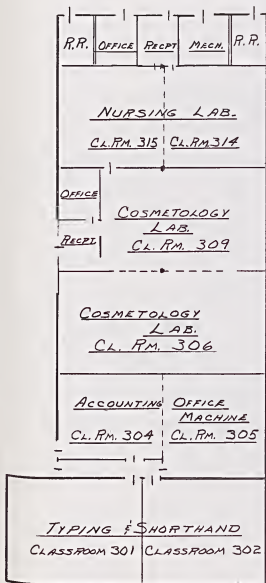
NEW CAMPUS

ROBESON TECHNICAL INSTITUTE
BUILDING No. 101



NEW CAMPUS

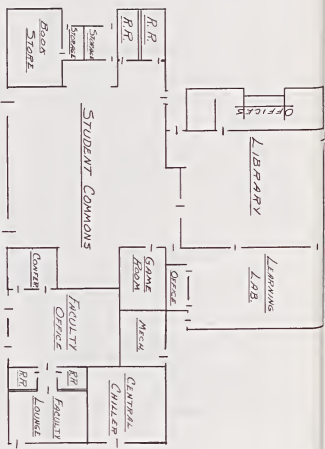
ROBESON TECHNICAL INSTITUTE
BUILDING No. 102



NEW CAMPUS

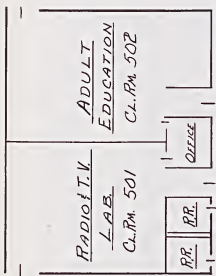
ROBESON TECHNICAL INSTITUTE

BUILDING No. 103



NEW CAMPUS

ROBESON TECHNICAL INSTITUTE
BUILDING No. 104

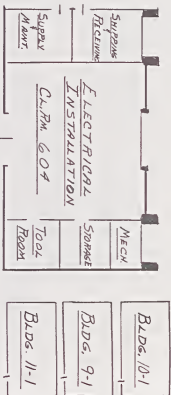


NEW CAMPUS

ROBESON TECHNICAL INSTITUTE

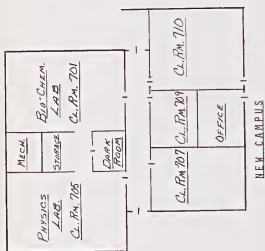
BUILDING No. 105

OFFICE



NEW CAMPUS

ROBEYSON TECHNICAL INSTITUTE
BUILDING No. 106



ROBESON TECHNICAL INSTITUTE
BUILDING No. 107

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